

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Police Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Police Chief acts as the receptionist for the Chief's office, receives and processes records and reports of the department, maintains department files, and enters records into the department computer. The Secretary to the Police Chief performs routine duties with little supervision, reporting to and having work reviewed by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Acts as receptionist to visitors to the Police Chief's office, including answering telephone and placing calls, and handling routine questions and requests. Schedules appointments for the Police Chief, including keeping records of schedules and notifying the Police Chief of scheduled events. Opens, sorts, and distributes incoming mail or correspondence and delivers to the proper person, section, or office. Processes outgoing mail and interdepartmental correspondence.

Types letters, forms, memos, statements, formal reports, or any other documents as assigned. Composes business letters, proofreads typed material and corrects errors. Compiles and organizes data and writes reports. Completes all forms or records required or assigned. Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Assist the Police Chief by preparing requests for grants or other special funds to aid in the operation of the department.

Attends meetings and takes minutes or notes of such as assigned by the chief. Takes dictation and transcribes from notes or electronic recording device. Assists the chief in preparing news releases or any other type of official department statement for publication.

Participates in setting up a filing system and files correspondence, forms, records, or reports alphabetically, or by subject matter. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Operates a computer terminal in order to enter, or remove information from files. Locates and retrieves information or documents from the computer database. Performs appropriate back-up function in computer files. Operates a facsimile machine, copying machine, calculator or mathematical computer software, and computer scanning equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.